

Consolidated Federal Programs

G3 USER'S GUIDE FY 2010



**Consolidated Federal Programs
(802) 828-5400**

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INTRODUCTION

For the past several years, Supervisory Unions and School Districts have applied for funds available from the Elementary and Secondary Act via an online electronic application. During this past year, the State of Vermont made a decision to enter into a contract with an “off-the-shelf” enterprise grants management system. An enterprise system enables a potential applicant to search for funding opportunities, register as an applicant, apply for funds, request funds from approved grants, and fiscally report on those grants from one online location. The Consolidated Federal Programs (CFP) grant is the first in the state to utilize this enterprise system.

The Department’s CFP team has designed this new application to look and flow like the former online application. Rather than publishing a step by step guide as in the past, this guide will highlight the differences in the two systems including new terminology and navigational methods.

This *Users Guide* is located on the Department’s website and can be found under Federal Programs in the Programs dropdown menu: <http://education.vermont.gov/index.htm>. Other helpful CFP documents are located there as well. As you work through the program, call a program consultant listed on page 14 or the grants manager at (802) 828-5400 to answer any project related questions.

As we continue to refine the electronic application process, we welcome your feedback and suggestions.

SETTING UP YOUR COMPUTER

- G3 works on both PC and Macintosh operating systems
- G3 works on most browsers, however, the program works best using Mozilla Firefox as your browser. To download this free browser, go to: <http://www.mozilla.com/en-US/>.
- The only other software needed is Adobe Acrobat Reader. Reader will allow more functionality of the hot-linked PDFs and printing options. To download this program go to: <http://www.adobe.com/>.
- There may be a bit of scrolling (both left to right and up and down) needed to enter data. To minimize the amount of scrolling needed either use a larger monitor and/or set your screen size to a higher resolution.
- The program times out after 60 minutes of non-use, at that time, you will need to reenter your user name and password.

DEFINITIONS

The implementation of the G3 grants system means that all of us will need to learn some new words and phrases to successfully submit a project. The chart below lists many of the words that are helpful to know in this program.

Applicant	An organization that intends to utilize the G3 system for funding
Filters	Drop down boxes that can sort submissions
Front Office	The portal to enter into the G3 grants management system https://grants.vermont.gov/vermont/frontOffice.jsf
Funding Opportunity	A potential source of funds an applicant can apply for
G3	Grantium grants management software
Grantium	The software company that produces G3
Mandatory Field	A starred field (*) must be filled out before the project can be submitted. A mandatory field, if left empty will give a “please complete” message on the submission summary page
Profile	An applicant organization’s details such as contact information
Project	A project is a grant application or amendment
Registrant	An agent acting on behalf of the organization who has the authority to enter data and submit a project for funding through the G3 system
Sort	A process in G3 to sort information alphabetically or numerically
Submissions	A list of actions that organizations need to complete (submit projects, e-signatures, e-sign grant agreements, submit and sign for fiscal requests and reports)
Submission Condition	An error that needs to be fixed before a project can be submitted

GETTING STARTED

Opening up and working on your CFP project in G3 is quick and easy. Each LEA is a registered applicant with the superintendent, CFP team leader, and business manager pre-entered as registrants. Registrants are authorized to enter data into the CFP application. Each LEA will be given a password to get started and this password will work for all registrants initially. By following the steps below, you will enter your CFP project.

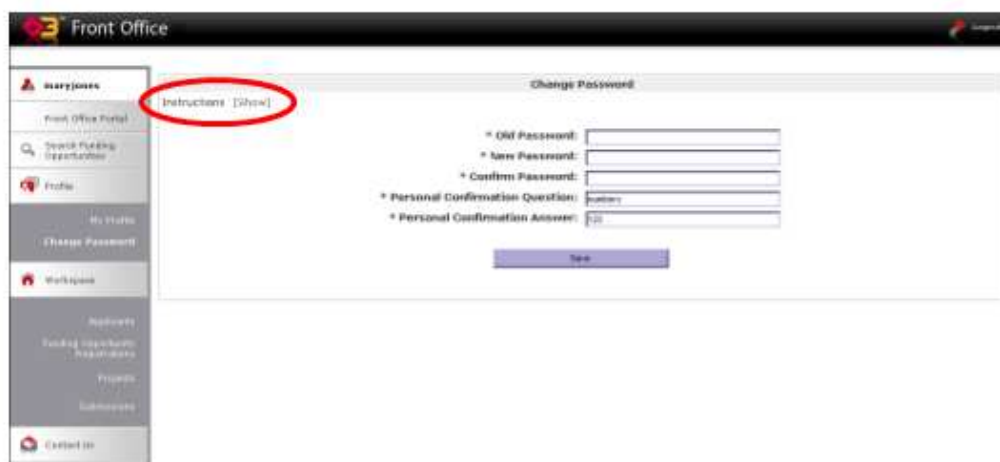
Step 1: Go to <https://grants.vermont.gov/vermont/frontOffice.jsf> to enter the **Front Office** or enter by clicking on the links from the Vermont Department of Education's web site.



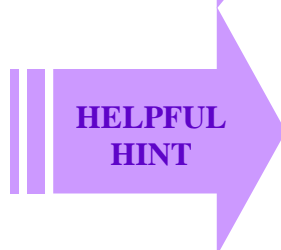
Step 2: Change your password from the one we gave you to an individually-selected one by clicking on *change password*. Follow the instructions given on the screen. Some helpful hints to remember –

- Your username will stay the same and is your first and last name with no space between. Usernames are not case sensitive.
- Passwords are case sensitive.
- You may never use a previously used password





To open the specific instructions to change a password, click show.



Keep a note of your password in a secure place. If you enter a wrong password three times you will be locked out of the system.

Step 3: Once your password is changed, click on Submissions in the left hand toolbar



Step 4: Click on your project by clicking on the orange folder icon



	Mary'sSampleTraining	CFP_DOE000287	CFP Application	SAMPLE - CFP DOE Funding Opportunity	Feb 16, 2009	Jun 30, 2011
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NAVIGATING THROUGH THE 10 STEPS

There are 10 steps to complete your CFP project. However some LEAs do not need to complete some of the steps and those have been automatically hidden.

1. Start Here
2. Contact Information
3. Allocation Overview
4. Authorization
5. Assurances
6. Independent Schools
7. Title I Worksheet
8. Targeting and Ranking
- 9a. Funds for Administration
- 9b. REAP Program
- 9c. SWP Program
- 9d. Investments
10. Submission Summary

BASIC NAVIGATION

1. **Left Hand Tool Bar:** The left toolbar shows the ten (10) steps that are numbered to complete a project. You can use this toolbar at anytime in the process to navigate through the pages.
2. **Navigation Buttons:** There up to six (6) buttons on the bottom of each page:



HELPFUL HINT

The back button on your browser will not work in G3. Always use the Back navigation button

3. **Icons:**





	Open an available project
	View profile
	Add an entry
	Delete an entry
	View a project or entry
[Hide Filters]	Hides the filters
[Clear Filters]	Clears the filters
Login	Upon entering user name and password click this to login
Logout	Upon exiting click this to logout
	Brings up a calendar

UNDERSTANDING G3 FEATURES

LISTS

A feature in G3 to manage and sort large amounts of information.

To add data to a list, click on Plus Icon  and complete the information requested.

Click on save and back to list . To change or add additional information to an item already in the list, click  change or add the information and then click . Never use the  delete icon in the CFP project. Lists are needed in *Steps 2, 6, 8, 9a, 9d*.



View	Title	First Name	Last Name	Email Address	Phone Number
		Asst. Superintendent	Charles	Jakes	CJakes@state.vt.us (802) 555-1212
		Technology Director	Sara	Snow	ssnow@state.vt.us (802) 555-2356
		Business Manager	John	Wall	jwall@state.vt.us (802) 555-3444

Buttons: Save, Save & Back, Save & Next, Back, Next, Check Spelling

WARNINGS

Appear on pages as *Notes*. The warning notes must be fixed either before you leave the page or before you submit the completed project. Warnings may appear in any step where there is a mandatory field.

Note: This formlet contains mandatory fields for which no value has been saved.

HELPFUL
HINT

Warnings show up in different places in red. Address warnings immediately to save time.

RECALCULATE

Used to recalculate fields when numbers have been edited or added. The recalculate function is needed to complete *Steps 3, 7, 8, 9a, 9b, 9c, 9d*.



	FY2009	Carry Forward	Transfer Out	Transfer In	Modified Allocation	Amount Requested	Anticipated Grant Award
Title I Part A -Improving the Academic Achievement of the Disadvantaged	\$450,000.00	\$51,013.67			\$501,013.67	\$420,250.00	\$420,250.00
Title II Part A -Preparing, Training, and Recruiting High Quality Teachers and Principals	\$206,665.00	\$18,111.12			\$224,776.12	\$156,000.00	\$156,000.00
Title II Part D -Enhancing Education Through Technology	\$6,655.00	\$368.96			\$6,923.96	\$1,420.00	\$1,420.00
Title IV Part A -Safe and Drug-Free	\$17,842.00	\$4,495.81			\$22,337.81	\$1,350.00	\$1,350.00
	\$0.00	\$8,604.50			\$8,604.50	\$0.00	\$0.00
Totals:	\$683,062.00	\$82,594.08	\$0.00	\$0.00	\$765,656.08	\$579,020.00	\$579,020.00

Recalculate

An icon that allows quick access to a calendar . The calendar feature is available in *Steps 4, 6*.



MANDATORY FIELDS

A starred field (*) is a field that must be filled out before the project can be submitted. A mandatory field, if left empty will give a “please complete” message on the submission summary page. Mandatory fields appear in nearly every step.

*** The above contact information has been reviewed and is correct:** ☐

MANY to MANY

A method of selecting one or many data points. This feature is only in *Step 6*.

* Select Titles for Participation:

Available Items:		Selected Items:
I	>>	
IIA	>	
IID	<	
IV	<<	
V		

HELPFUL HINT

This feature only appears when opening or adding information to an independent school in the list. If you choose participating then click save to open this feature.

BUILT-IN NUMBEICAL THERSHOLDS

Some fields by law cannot go over a certain percentage, upon clicking the recalculate button; the amount will default to the highest amount allowable. Numerical thresholds will be calculated in *Steps 3, 7, 9a*.

Administrative Costs:
Maximum allowed 10% of the fiscal year allocation.

\$45,000.00

AUTO CALCULATED FIELDS

Many fields auto calculate to show such things as amounts of funds remaining, or totals inputted to date. Auto calculations are in *Steps 8, 9a, 9d*.

Consolidated Administration Totals

Total Consolidated Administration Spent	Total Consolidated Administration Remaining
\$0.00	\$0.00

HELPFUL HINT

G3 does not allow negative numbers. Please make sure your dollar amounts are not less than zero.

SUBMISSION CONDITION

An error that needs to be fixed before a project can be submitted. Submission condition is only on *Step 10*.

Submission Summary

Part	Last Updated
1. Start Here	No Input Required
2. Contact Information	Please Complete
3. Allocation Overview	No Input Required
4. Authorization	Please Complete
5. Assurances	Please Complete
6. Independent Schools	Please Complete
7. Title I Worksheet	No Input Required
8. Targeting and Ranking	04/20/2009
9a. Funds for Administration	No Input Required
9b. REAP Program	No Input Required
9c. SWP Program	No Input Required
9d. Investments	Please Complete
10. Submission Summary	No Input Required

Notes:

- Date of authorization cannot be later than Application submission date.
 - 6. Independent Schools list contains 1 incomplete item.
 - 9d. Investments list must include at least 1 item(s).

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[Next](#)
[Export to PDF](#)
[Get PDF Viewer](#)
[Submit](#)

SUBMITTING A PROJECT

Step 1: Complete all 10 steps of the project

1. Start Here
2. Contact Information
3. Allocation Overview
4. Authorization
5. Assurances
6. Independent Schools
7. Title I Worksheet
8. Targeting and Ranking
- 9a. Funds for Administration
- 9b. REAP Program
- 9c. SWP Program
- 9d. Investments
10. Submission Summary

Step 2: Complete all submission conditions and steps that are listed as incomplete.

Submission Summary	
Part	Last Updated
1. Start Here	No Input Required
2. Contact Information	Please Complete
3. Allocation Overview	No Input Required
4. Authorization	Please Complete
5. Assurances	Please Complete
6. Independent Schools	Please Complete
7. Title I Worksheet	No Input Required
8. Targeting and Ranking	04/20/2009
9a. Funds for Administration	No Input Required
9b. REAP Program	No Input Required
9c. SWP Program	No Input Required
9d. Investments	Please Complete
10. Submission Summary	No Input Required

Notes:

- Date of authorization cannot be later than Application submission date.
- 6. Independent Schools list contains 1 incomplete item.
- 9d. Investments list must include at least 1 item(s).

Back

Next

Export to PDF

Get PDF Viewer

Submit

Step 3: After all submission conditions have been met, the submit button will become live. Click it.

Submission Summary	
Part	Last Updated
1. Start Here	No Input Required
2. Contact Information	04/22/2009
3. Allocation Overview	No Input Required
4. Authorization	04/22/2009
5. Assurances	04/22/2009
6. Independent Schools	04/22/2009
7. Title I Worksheet	No Input Required
8. Targeting and Ranking	04/22/2009
9a. Funds for Administration	04/22/2009
9b. REAP Program	No Input Required
9c. SWP Program	04/22/2009
9d. Investments	04/22/2009
10. Submission Summary	No Input Required

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Next

Export to PDF

Get PDF Viewer

Submit

Step 4: Inform your superintendent that it is now okay to e-Sign your project. To ensure that your project is submitted the “submit” button will gray out and a message stating the “e.Form has been submitted” will appear.

Submit

This e.Form has been submitted

E-SIGNING A PROJECT


Step 1: Go to <https://grants.vermont.gov/vermont/frontOffice.jsf> to enter the *Front Office* or enter by clicking on the links from the Vermont Department of Education's web site.



Step 2: Log in using your user name and password

Step 3: Click on Submissions in the left hand toolbar




Step 4: Select the project to e-sign. Click the orange icon to open 

Submissions						
Project Name	Project Number	Step Name	Funding Opportunity Name	Start Date	End Date	Date Submitted
CFPSample1FY10	CFP_DOE000279	Superintendent Application e-Sign	CFP_DOE_FUNDING_OPP 0.011	Mar 1, 2009	Mar 31, 2011	

HELPFUL HINT

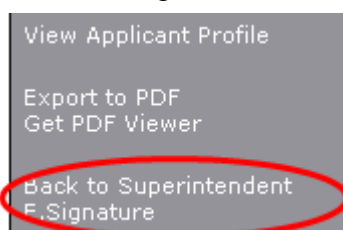
In the step name column, it will state “superintendent application e-Sign” or “superintendent grant agreement e-Sign” and the “date submitted” column should be blank.

Step 5: On the reference submission page, review the project or grant agreement by clicking on the orange icon.


Reference Submissions			
View	Step	User	Score / Approval
	CFP Application	Sample SU 1	N/A

Step 6: Complete your review by clicking next or using the left toolbar

Step 7: After completing your review, click on the bottom left of the toolbar to go back to the superintendent e-signature.



Step 8: Click “Next” on the reference submission page

Reference Submissions			
View	Step	User	Score / Approval
	CFP Application	Sample SU 1	N/A




Step 9: Enter your e-signature PIN. Click “Save and Next”.

SUPERINTENDENT E-SIGNATURE	
* E-Signature Pin# :	<input type="text"/>
* Email Address:	<input type="text" value="super1@sample1.com"/>
Date Completed:	<input type="text" value="04/15/2009"/>

Note: If you need assistance in completing this page, please contact:

Lisa Champney
802-828-6574
Lisa.Champney@state.vt.us



Step 10: If you approve the submission click . If you don't approve the submission call Ed Haggett @ (802) 828-5400 for assistance. At this step, you can also export your document to a PDF.

Submission Summary

Part	Last Updated
Reference Submissions	No Input Required
Superintendent E. Signature	04/15/2009

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Next

Export to PDF

Get PDF Viewer

Submit

APPENDIX A

Filtering Submissions/Projects

Your submissions/projects can be filtered using the following filters:

THIS FILTER.....	IS USED TO FILTER BY.....
Date Submitted	Options are: Before; On or Before; On; On or After; Between Date and Date
Project Name	Options are: Starts with; Contains; Ends with; Exact
Project Status	Options are: Open projects; Closed projects; All projects
Submission Version	Options are: Latest versions; All versions

[Hide Filters] [Clear Filters]

Submissions Filters

Project Name:

Date Submitted:

Project Status:

Submission Version:

Submission Status

Submission status on projects is found in your projects list on your left hand toolbar

STATUS LABEL....	MEANING.....
Ready	The submission is ready to advance to the next step
Complete	The submission is complete and no further actions are required
In Progress	The submission process is started, but not complete

Instructions: [Show]

Project Status: Open Projects
 Funding Opportunity Name: All Funding Opportunities

Projects																										
All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Project Name		Project Number		Funding Opportunity Name		Applicant Name		Step Status																		
	CFPSample110	CFP_DOE000054		SAMPLE - CFP DOE Funding Opportunity		Sample SU 1		In Progress																		
	CFPSample1FY10	CFP_DOE000279		CFP_DOE_FUNDING_OPP 0.011		Sample SU 1		In Progress																		
	dmstest_042209	CFP_DOE000290		SAMPLE - CFP DOE Funding Opportunity		Sample SU 1		In Progress																		
	Duane's Sample Test	CFP_DOE000289		SAMPLE - CFP DOE Funding Opportunity		Sample SU 1		In Progress																		
	Mary'sSampleTraining	CFP_DOE000287		SAMPLE - CFP DOE Funding Opportunity		Sample SU 1		In Progress																		
	Sample1Training	CFP_DOE000280		CFP_DOE_FUNDING_OPP 0.011		Sample SU 1		In Progress																		
1																										

Sorting

Sort different headings in either ascending or descending order by clicking on the heading or the arrow

Submissions						
Project Name	Project Number	Step Name	Funding Opportunity Name	Start Date	End Date	Date Submitted
CFP_Sample110	CFP_DOE000054	CFP Application	SAMPLE - CFP DOE Funding Opportunity	Feb 16, 2009	Jun 30, 2011	Apr 15, 2009 9:26:04 AM
CFP_Sample110	CFP_DOE000054	Superintendent Application e-Sign	SAMPLE - CFP DOE Funding Opportunity	Feb 16, 2009	Jun 30, 2011	Apr 15, 2009 9:27:48 AM
CFP_Sample1FY10	CFP_DOE000279	Superintendent Application e-Sign	CFP_DOE_FUNDING_OPP 0.011	Mar 1, 2009	Mar 31, 2011	
CFP_Sample1FY10	CFP_DOE000279	CFP Application	CFP_DOE_FUNDING_OPP 0.011	Mar 1, 2009	Mar 31, 2011	Apr 15, 2009 9:06:00 AM
dmstest_042209	CFP_DOE000290	CFP Application	SAMPLE - CFP DOE Funding Opportunity	Feb 16, 2009	Jun 30, 2011	
Duane's Sample Test	CFP_DOE000289	CFP Application	SAMPLE - CFP DOE Funding Opportunity	Feb 16, 2009	Jun 30, 2011	
Mary'sSampleTraining	CFP_DOE000287	CFP Application	SAMPLE - CFP DOE Funding Opportunity	Feb 16, 2009	Jun 30, 2011	
Sample1Training	CFP_DOE000280	CFP Application	CFP_DOE_FUNDING_OPP 0.011	Mar 1, 2009	Mar 31, 2011	

APPENDIX B

Vermont Department of Education Program Contacts

<u>TITLE I, PART A</u>		
David Baroudi	802-828-5156	david.baroudi@state.vt.us
Mary Mulloy	802-828-3067	mary.mulloy@state.vt.us
<u>TITLE II, PART A</u>		
Ann Bordonaro HQT	802-828-0411	ann.bordonaro@state.vt.us
Wendy Ross Grants/Program	802-828-5148	wendy.ross@state.vt.us
<u>TITLE II, PART D</u>		
Peter Drescher	802-828-5149	peter.drescher@state.vt.us
<u>TITLE IV, PART A</u>		
Andy Snyder	802-828-1086	andy.snyder@state.vt.us
<u>TITLE V, PART A</u>		
Andy Snyder	802-828-1086	andy.snyder@state.vt.us
<u>ASSESSMENT & ACCOUNTABILITY</u>		
Gail Taylor	802-828-5158	gail.taylor@state.vt.us
<u>GRANTS MANAGEMENT & TECHNICAL ASSISTANCE</u>		
Ed Haggett	802-828-5400	ed.haggett@state.vt.us
<u>FISCAL, TITLE I, TITLE IIA, TITLE IV & TITLE V</u>		
John Leu	802-828-0484	john.leu@state.vt.us
<u>FISCAL, TITLE II, PART D</u>		
Julie Robinson	802-828-0487	julie.robinson@state.vt.us